

City of Gulfport

Request for Statement of Qualifications

The City of Gulfport ("City") hereby solicits written Statements of Qualifications (SOQ) from professional environmental consulting firms interested in contracting with the City to perform grant management activities, environmental assessments, remediation, and related activities associated with the recently EPA-awarded Brownfield Community-wide Assessment Grant. This is Federal Brownfield funding and will require adherence to the conditions required for its use. The firm selected will be eligible to negotiate a contract with the City. No minimum order or work is guaranteed. If the selected firm is unsuccessful in negotiating a contract or does not maintain the minimum requirements, the City, at its discretion, may select the next ranked firm for contract negotiation. All work will be ordered on an "as-needed" basis. Though the federal Brownfield Grant funding is for a three year period, the selected firm will be eligible for contract negotiation for up to five (5) years with optional years at the City's discretion.

The minimum requirements, which must be satisfied on or before August 18, 2011 and maintained for the duration of a contract with the City, for an applicant to be considered, are:

- (1) The applicant must be a "Brownfield Consulting Firm" that has been approved by the Mississippi Commission on Environmental Quality (MCEQ);
- (2) The applicant must submit six copies, signed by an authorized representative of the applicant, of the SOQ on or before the time and date specified below; and
- (3) The applicant must not submit an SOQ that exceeds twenty (20) pages (includes every printed page except front and back cover and transmittal letter); and
- (4) The applicant must submit on a CD and in PDF format example final work product which includes:

One (1) Phase I Environmental Site Assessment that meets EPA's "All Appropriate Inquiry" Standard and has been completed by the firm within the last two (2) years; and

One Quality Assurance Project Plan (QAPP) that has been approved by the State environmental regulatory agency and/or EPA for a Brownfield site and has been completed by the firm within the last two (2) years.

Applicants that do not comply with these minimum requirements and/or do not satisfactorily document in the SOQ that they meet the minimum requirements will not be considered.

Selection of the Firm, in addition to the minimum requirements, will be based on the following rating criteria:

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| (1) | EPA Brownfield Grant management experience | 50 points |
| (2) | Environmental assessment and remediation experience of key personnel that involved hazardous/toxic substances. | 50 points |

A copy of the SOQ evaluation form, which will be used by the review committee, may be obtained by contacting Connie Debenport, City of Gulfport Purchasing Manager, at (228)868-5705 or cdebenport@gulfport-ms.gov.

Applicants are responsible for ensuring that the SOQs are received by the following person by the required time and assume all risks of delivery. The following person must receive on or before 3:00 p.m., August 18, 2011, six copies of an SOQ:

Mail Address
Connie Debenport
City of Gulfport Purchasing Department
P. O. Box 1780
Gulfport, MS 39502

Delivery Address
Connie Debenport
City of Gulfport Purchasing Department
1410 24th Avenue
Gulfport, MS 39501

Information for Preparation of Statement of Qualifications

1. Evaluation of each firm's Statement of Qualifications (SOQ) will be based upon the "Evaluation Form for Statements of Qualifications Submitted in Response to Solicitation for Environmental Consulting Firms to conduct Brownfield Grant Management, Environmental Assessments, Remediation, and Related Activities" (evaluation form).
 - a) The minimum requirements will be evaluated from a review of the MCEQ-Approved Brownfield Consulting Firm List and each firm's SOQ and example work products.
 - b) Once the minimum requirements have been demonstrated, each firm's SOQ will be rated based upon the rating criteria in the evaluation form.
2. The SOQ should be specific and sufficiently detailed to allow a complete evaluation of a firm's qualifications.
3. The SOQ should specifically identify the key personnel who will most likely participate in contaminated site assessments/remediation and their qualifications.
4. The SOQ should comprehensively address each of the rating criteria in the evaluation form and should be prepared in the same order.
5. The SOQ shall be limited to twenty (20) pages (includes every printed page except front and back cover and transmittal letter). Paper size should be 8 ½" x 11". The font size should not be smaller than 10.
6. Example Work Products (Phase I ESA in compliance with EPA's "All Appropriate Inquiry" Rule and a Quality Assurance Project Plan) should be submitted along with the SOQ on a CD in digital PDF format.
7. Each SOQ shall be evaluated using the "Rating Criteria" of the evaluation form.